



## SUMAN KUMAR SHRESTHA

- Dubai
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## TOOLS

- MS Office Package

## EDUCATION

SLC: 2008

Azalea Secondary Boarding School:  
Biratnagar, Nepal

Final Grade: 83.38%

HSEB: 2010

Merryland College, Biratnagar Nepal

Final Grade: 69%

Bachelor of Business Studies: Finance,  
2013

Mahendra Morang Adarsha Multiple  
Campus - Biratnagar, Nepal

Final Grade: 56.2%

Master of Business Management (MBM):  
2018

Nepal Commerce Campus- Kathmandu,  
Nepal

GPA: 3.85

## TRAINING

BANK FINANCING IN AGRIBUSINESS  
AND TOURISM USAID Trade and  
Competitiveness, facilitated by  
International Development Institute  
(IDI)

COMPLETED ONLINE COURSE  
ON INTERNATIONAL TRADE  
FINANCE ORGANIZED BY  
NATIONAL BANKING INSTITUTE

National Banking Institute

COMPLETED OMEGA ONLINE  
COURSE ORGANIZED BY NATIONAL  
BANKING INSTITUTE "CREDIT SKILLS  
ASSESSMENT- FINANCIAL  
ACCOUNTING FOR LENDERS +  
COMMERCIAL LOANS FOR  
BUSINESS National Banking Institute

## LANGUAGES

- English
- Hindi
- Nepali

## PROFESSIONAL SUMMARY

Affable and dynamic professional with background in customer service and sales roles. Adept at building solid commercial relationships and handling high-profile customer accounts. Excellent communication and interpersonal skills, with a proven ability to build and maintain strong relationships.

## WORK EXPERIENCE

Sales Officer, August 2023 - Current

Pact Employment Services LLC (Direct Sales Representative  
for Commercial Bank Of Dubai)- Dubai, UAE

- Achieved sales targets through strategic client acquisition and relationship management
- Conducted market research to identify opportunities for business expansion and growth
- Collaborated with cross-functional teams to develop and implement effective sales strategies

Assistant Relationship Manager, 04/2019 - 05/2023

Laxmi Bank Ltd. Nepal.

- Support efforts of Branch Managers/Province head to maintain and develop sound credit portfolio
- Support to manage relationship and administration once a prospect becomes a client by coordinating the efforts of operational needs
- Provide customer with assistance in developing an understanding products and other banking service as well as opportunities for their usage
- Identify borrowers various banking needs and work on fulfilling these needs by coordinating with various units of bank
- Maintain regular contact with borrowers and take ownership of credit files and ensure information along with documentation are current and updated
- Actively contribute to develop marketing strategies for prospect and targeted customers

Management Trainee, 08/2018 - 04/2019

Nic Asia Bank Ltd - Nepal

- Manage Small and Medium Enterprise department portfolio of Biratnagar Branch
- Business site visit, inspection, recovery and account monitoring
- Post Credit approval and implementation of credit facilities
- Day to day branch operation as a customer service representative

## HONORS AND REWARD

- MBM (Tribhuvan University) topper in second, third and fourth semester board exam
- Attended research based Workshop on "One Day Competitive Presentation in Conceptual Review on Emerging Issues" and secured First Position on the topic "Impact of Go-Green World Concept in Environmental Reform"
- Awarded Master Research Support from UNIVERSITY GRANTS COMMISSION to write Research Report Project on the topic "Impact of Microfinance on Women Empowerment"
- Promoted to Officer at Laxmi Bank Limited

## SKILLS

- Strong interpersonal, negotiation, and relationship building skills.
- Strong business acumen and Analytical skills.
- Administration
- Excellent communication skills
- Build Relationship and Networks
- Sales and business Development
- Strong interpersonal skills
- Meticulous attention to details

## REFERENCES

Rabin Shrestha  
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Alpha Plus Ventures  
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Shambhu Rathi  
Head, Commercial & Industrial  
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